



Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, September 29, 2020 @ 5:00 PM

DPW Building Committee Meeting:

Meeting Conducted via Conference Call – (515) 604-3112 / Meeting ID #7860600#

Participants: Ken Morin, Mark Fairbrother, Jay DiPuccio, Bob Macewicz, Mark Williams, David Jensen, Pam Hanold, Jason Burbank, Ariel Elan, Steven Ellis (Town Administrator), Tom Bergeron (Highway Supt.), Neil Joyce (CMS), Roger Hoyt (CMS); John Hanold

Absent:

Call to Order – 5:10 PM

1. Approve Meeting Minutes of Minutes from September 2nd meeting.
 - a Motion to accept September 2 meeting minutes / seconded. Unanimous in favor, with 1 abstention (Elan).

2. Coronavirus Update - BW Construction provided a change order request in the amount of \$112,052. A combination of review by CMS and consultation with the Town's attorney, a settlement of \$49,500 is being presented for committee approval. The figure represents a combination of direct job expenses (rented handwashing stations, on-going cleaning operations and COVID training) as well as indirect job expenses associated with the impacts of COVID virus on the job. The proposed settlement is believed to be equitable to all parties and avoids likely litigation costs. Steve Ellis noted that reimbursement for these expenses may be possible through CARES Act funds made available to the Town. General comments from multiple committee members were supportive of the proposed settlement. A motion was made and seconded, in support of moving forward with the settlement. Vote was unanimous in favor.

3. Progress Reports:
 - a Construction Update

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- i. Permanent power, as well as phone and internet services have been brought into the building. Final Plumbing Inspections have been completed. Start-up of HVAC Equipment and balancing is in progress. Electrical Equipment is continuing, with fire alarm testing and final electrical inspection planned for this week.
 - ii. Millwork installation is nearing completion, with only a few countertops remaining to be installed. Epoxy flooring work is completed
 - iii. Site operations completed include placement of asphalt pavement distribution of loam and installation of plantings. Fine raking of loam is planned for this week, with hydroseed application to follow.
 - iv. Pump controls for the fuel farm were completed / final wiring is in progress.
 - v. Work will continue with the completion of electrical and mechanical systems, along with start-ups and commissioning. Architectural finishes will continue including millwork installation and sealing of the floors. Site operations will continue with fine raking of loamed surfaces, sign installation and pavement striping, as well as hydroseed application.
 - b. Project Schedule –
 - i. BW Construction forecasts a completion date of Tuesday October 6th.
 - ii. Furniture has been confirmed for anticipated delivery and installation beginning on Wednesday October 7th.
 - iii. Scheduled activity is optimistic, given the current environment and public health concerns and does not contemplate future restrictions or impacts resulting from the Coronavirus.
 - iv. CMS has confirmed that all communications equipment has been received by the vendor. Installation will be completed once the IT closet has been powered, with mobile radio installation to follow.
 - c. Change Order Update
 - i. Change Order #9 was executed, and included the following work: Additional Electric work, in the amount of \$52,315
 - ii. Relocation of the ATS Switch is proceeding on Time and Materials.
 - iii. Potential Liability has been updated to reflect outstanding PCO's, with an estimated value of \$102,000. This is inclusive of all known / outstanding PCO's.
 - d. Budget Update
 - i. Budget Update was distributed via email after the meeting. Costs to date are approximately \$8.43M and include invoices through September 29, 2020.

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- e. Procurement:
 - i. Communications –work is proceeding and is being closely coordinated with IT installation.
 - ii. Fuel Depot – Control wiring is continuing, with final wiring connections planned for this week.
 - iii. Furniture & Equipment – Delivery and installation is planned for October 7th-9th.
 - iv. Equipment Purchase – No new items to report / Fixed equipment has been delivered with installation continuing.
 - v. Technology
 - i. Security and Access Control work proceeding.
 - ii. Coordination with Horace Moody (IT Consultant) is continuing.
 - vi. Ken noted procurement associated with the removal of the existing fuel system must be completed. CMS noted there is approximately \$15K in funds left in the line item for the new fuel station, as well as additional money available in project contingency (if needed). Procurement requirements will be coordinated through the Town.
- f. Commissioning Update - A Tracking Log of items noted during the CX Meeting has been generated by Jason Burbank and distributed to the Construction Team and committee. A general summary of current status was provided, and is summarized below:
 - i. Chiller and VRF start-up and testing is pending delivery of glycol (anticipated end of week).
 - ii. Testing and Balancing of Air and Water systems is in progress. Initial results are positive.
 - iii. Electrical Generator start-up –Interface wiring to monitor status (BAS) remains incomplete. CMS to confirm schedule with BW/Collins.
 - iv. BAS – Building Automation System wiring is largely completed, with installation of the graphics and associated software pending final start-up and testing of all HVAC equipment.
 - v. Functional Testing of both heating and cooling systems will be completed once controls are completed and the systems are up and running. Proper environmental conditions (exterior temperatures) are required to fully test out the heating and cooling functions.
 - vi. Training on the systems will be completed once functional testing has been completed.
 - vii. CMS noted that the town should recognize the difference between preventative maintenance (which is required) and warranty calls on equipment. Jason suggested the Town reach out to vendors to arrange for those services.
 - viii. It was noted that Warranties and Operations / Maintenance Manuals will be provided in hard copy and electronic format for use by the Town.

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There are noted to be a few issues with cost impacts anticipated (occupancy sensors, monitoring of glycol system, minor changes to controls, etc.) which have been accounted for (\$15K) in the outstanding liability. Receipt of PCO's is anticipated in the next few days.

4. Topics not anticipated in 48 hrs of Posting.
 - a John Hanold noted several open items requiring completion in the meeting discussions (controls, equipment testing and start-ups). CMS confirmed that project support will continue until all open items and trainings have been completed to the satisfaction of the Town.
5. Confirm Future Meetings Schedule – Tuesday, October 20, 2020 @ 5:00 PM.
6. Motion to Adjourn – 6:20 PM - Motion was made / second, Vote was Unanimous in Favor of adjournment.